



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

October 20, 2004

RQ-2

Michael L. Retzer, Treasurer  
Republican National Committee  
310 First Street SE  
Washington, DC 20003

Response Due Date:  
November 19, 2004

Identification Number: C00003418

Reference: September Monthly Report (8/1/04 - 8/31/04)

Dear Mr. Retzer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Line 28(A) of the Detailed Summary Page of your report discloses a total of \$0 in refunds of contributions to individuals. The sum of the entries itemized on Schedule B, however, indicates the total to be \$88,636. Please amend your report to clarify the discrepancy.

-Please provide a Schedule B to support the entry reported on Line 28(B) of the Detailed Summary Page. Each refund made to a political committee must be itemized on Schedule B regardless of the amount refunded. 2 U.S.C. §434(b)

-Your report includes memo Schedule A's supporting Line 11(a)(i) for satisfying Best Efforts and as supporting entries for the Joint Fundraising receipt on Line 12. However, there is no supporting information to distinguish the Best Efforts memos from the supporting Joint Fundraising memos. Please amend your report to provide clarifying information for this discrepancy.

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule B of your report to clarify the following description(s): "promotional supplies." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).